

Sign Permitting Procedure

Duluth's sign regulations are a part of the City of Duluth's Unified Development Chapter (UDC). The regulations (Sec. 50-27) can be found online at <http://duluthmn.gov/media/541574/signs.pdf>.

Definitions for terms used can be found at <http://www.duluthmn.gov/media/347616/Article-6-42-Pages.pdf>. Most of the definitions pertaining to signs are preceded with the word "sign." For example, "Sign, Wall" is where you'll find the definition of wall sign. See Sec. 50-27.3.B for details about how to calculate sign area.

Certain types of signs (wall, pole, etc.) are allowed in certain zone districts (R-2, MU-N, etc.) based on the use of the property (residential, commercial, etc.). Consult Table 50-27-4 to see if the proposed sign is allowed at the property. Maps showing the zoning of property in Duluth can be found at <http://duluthmn.maps.arcgis.com/apps/Viewer/index.html?appid=1f3a2c6f9a234ca9b4c63a99dfd45e4e>.

Only complete applications will be accepted. A complete sign permit application consists of:

1. the signed application form (see attached),
2. application fee (see attached fee schedule), and
3. must be accompanied by the following documents:

For all signs, shop drawings from the manufacturer showing sign construction, materials, and illumination (if applicable). Note: Additional drawings may be required for some awning, canopy, projecting, free-standing (over 6' tall), and marquee signs – see Sec. 50-27.

For free-standing signs, the application must include a site plan, drawn to scale, showing the proposed sign location relative to property lines, street right(s) of way, and at least one building on the site (aerial photo based maps may be obtained from the City's GIS Division by calling 218-730-5136 or 218-730-5137). Free-standing signs are required to have landscaping at the base according to Sec. 50-27.3.F.

For wall signs, photographs of the entire wall where the new wall sign is to be installed. Provide dimensions of all existing signs.

PLEASE NOTE: Submit one sign permit application form per sign and calculate the fee for each sign individually. You can submit one check for payment of multiple sign permit fees for a property, but the fee must be submitted at time of application.

Per Sec. 50-27.3.E, every sign must include an identification of the permit number and name of sign installer either painted on the sign or by the application of a metallic sticker. The information must be visible from the ground with the exception of signs mounted seven (7) or more feet above grade.

Please contact Chris Lee, Planner, at clee@duluthmn.gov with questions.

VALUATION \$	FEE \$	VALUATION \$	FEE \$	VALUATION \$	FEE \$
1 to 500	28.73	12,001 to 13,000	266.83	38,001 to 39,000	632.07
501 to 600	32.43	13,001 to 14,000	283.43	39,001 to 40,000	643.93
601 to 700	36.13	14,001 to 15,000	300.03	40,001 to 41,000	655.79
701 to 800	39.83	15,001 to 16,000	316.63	41,001 to 42,000	667.65
801 to 900	43.53	16,001 to 17,000	333.23	42,001 to 43,000	679.51
901 to 1,000	47.23	17,001 to 18,000	349.83	43,001 to 44,000	691.37
1,001 to 1,100	50.93	18,001 to 19,000	366.43	44,001 to 45,000	703.23
1,101 to 1,200	54.63	19,001 to 20,000	383.03	45,001 to 46,000	715.09
1,201 to 1,300	58.33	20,001 to 21,000	399.63	46,001 to 47,000	726.95
1,301 to 1,400	62.03	21,001 to 22,000	416.23	47,001 to 48,000	738.81
1,401 to 1,500	65.73	22,001 to 23,000	432.83	48,001 to 49,000	750.67
1,501 to 1,600	69.43	23,001 to 24,000	449.43	49,001 to 50,000	762.53
1,601 to 1,700	73.13	24,001 to 25,000	466.03		
1,701 to 1,800	76.83	25,001 to 26,000	477.89		\$762.53 for the first \$50,000 plus \$8.31 for each additional \$1,000 or fraction therof, to and including \$100,000.
1,801 to 1,900	80.53	26,001 to 27,000	489.75		
1,901 to 2,000	84.23	27,001 to 28,000	501.61		
2,001 to 3,000	100.83	28,001 to 29,000	513.47		\$1,178.03 for the first \$100,000 plus \$6.65 for each additional \$1,000 or fraction thereof, to and including \$100,000.
3,001 to 4,000	117.43	29,001 to 30,000	525.33		
4,001 to 5,000	134.03	30,001 to 31,000	537.19		
5,001 to 6,000	150.63	31,001 to 32,000	549.05		
6,001 to 7,000	167.23	32,001 to 33,000	560.91		
7,001 to 8,000	183.83	33,001 to 34,000	572.77		\$3,838.03 for the first \$500,000 plus \$5.63 for each additional \$1,000 or fraction thereof, to and including \$100,000.
8,001 to 9,000	200.43	34,001 to 35,000	584.63		
9,001 to 10,000	217.03	35,001 to 36,000	596.49		
10,001 to 11,000	233.63	36,001 to 37,000	608.35		
11,001 to 12,000	250.23	37,001 to 38,000	620.21		\$6,653.03 for the first \$1million plus \$3.85 for each additional \$1,000 or fraction therof, to and including \$100,000.

VALUATION

The project valuation must be provided by the applicant at time of permit application. Applications without a valuation are not complete.

PERMIT FEES

Permit fees are payable at the time the permit is issued. See the division refund policy for information about permit fee refunds.

SIGN PERMITS SUBJECT TO STATE SURCHARGE AND PLAN REVIEW FEES

- Projecting signs.
- Pole signs over 7 feet high.
- Monument signs over 7 feet high.
- Awnings extending over 4 feet from wall.
- Canopies that are like additions MAY need a building permit.
- New marquees are building additions, need a building permit.

STATE SURCHARGE

The state surcharge is applicable to all fees authorized by the Minnesota State Building Code.

Valuation of Structure	Surcharge Computation
\$1,000,000 or less	.0005 x Valuation
\$1,000,001 to \$2,000,000	\$500 + .0004 x (value - \$1,000,000)
\$2,000,001 to \$3,000,000	\$900 + .0003 x (value - \$2,000,000)
\$3,000,001 to \$4,000,000	\$1,200 + .0002 x (value - \$3,000,000)
\$4,000,001 to \$5,000,000	\$1,400 + .0001 x (value - \$4,000,000)
Greater than \$5,000,000	\$1,500 + .00005 x (value - \$5,000,000)

PLAN REVIEW FEE

A plan review fee is applicable when plan review is required. Plan review fees for commercial and 3+ family residential projects with a valuation over \$100,000 are payable at the time of permit application, and plan review for these project will not begin until the plan review fee is paid. Plan review fees for all 1 & 2 family residential and for commercial projects with a valuation less than \$100,000 are payable at the time the permit is issued. Plan review fees are not refundable once the review has started. The plan review fee is equal to 65% of the permit fee.

APPLICATION FOR
SIGN PERMIT
Duluth, MN

Packet 152-B-1218
For Office Use:

BSIGN _____

Approved: _____

Following the issuance and delivery to me of a permit to construct, locate and maintain a sign, I hereby agree to construct, locate and maintain such sign in strict compliance with all Ordinances and Department rules relative to same and as hereinafter indicated:

LOCATION OF SIGN	STREET ADDRESS	PLAT/PARCEL	ZONE
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FREESTANDING SIGNS			BUILDING SIGNS	
Description of sign type:	Vertical dimension of sign face (ft.):	Horizontal dimension of sign face (ft.):	Description of sign type:	Vertical dimension (ft.):
Area of sign (sq. ft.):	Height to top of sign from ground:	Average open area beneath sign:	Horizontal dimension (ft.):	Area of sign (sq. ft.):
Distance from property line to face of sign:	Distance from property line to sign base/post:	Property frontage along the street:	Thickness of sign (in.):	Distance from ground to bottom of sign:
Size of uprights:	Uprights distance apart:	Materials of uprights and braces:	Length of wall sign is mounted on/from:	Distance from roof to top edge of sign:

GENERAL CONSTRUCTION INFORMATION:	
Is sign to be electrically lighted?	Weight of sign lbs.:
Electrician:	State materials of sign and manner of construction:

Owner of sign: _____ Owner of property: _____

Sign manufacturer: _____ Sign installer: _____
(include phone #) _____ (include phone #) _____

Estimated cost including installation: \$	Fee: \$ (See fee schedule)	Return application form, sign drawings (to scale) and any other sign details with the application fee to: City of Duluth Room 100 City Hall 411 West First Street Duluth, MN 55802
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I attest to the accuracy of the information provided with this application

Applicant Signature: _____